UNITED
NATIONS

TD

United Nations Conference
on Trade and Development

Distr.
GENERAL

TD/INF.27
15 January 1992

ARABIC, ENGLISH,
FRENCH AND SPANISH
ONLY

Eighth session
Cartagena de Indias, Colombia
February 1992

# INFORMATION FOR PARTICIPANTS

GE.92-50077

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## 1. Date and place of the Conference

By its resolution 45/261 of 3 May 1991 the General Assembly welcomed the offer made by the Government of the Republic of Colombia to act as host to the eighth session of the United Nations Conference on Trade and Development and decided to convene the eighth session of the Conference at Cartagena de Indias from 8 to 25 February 1992, preceded by a two-day Meeting of Senior Officials on 6 and 7 February 1992.

Both the Conference and Senior Officials Meeting will be held at the Convention Centre of Cartagena de Indias.

Address: Centro de Convenciones
Getsemaní Carrera 8
Cartagena de Indias, Colombia

Telephone: 64 35 80 - 64 35 98
Telefax: 0057 953 650796
Telex: 37808

## 2. Participation in the Conference

Participation in the Conference shall be open to the following upon designation by, or invitation of, the Secretary-General of the Conference:

(a) Representatives of States members of the Conference;

(b) Representatives of organizations that have received a standing invitation from the General Assembly to participate in the sessions and the work of all international conferences convened under its auspices in the capacity of observers, in accordance with General Assembly resolution 3237 (XXIX) of 22 November 1974;

(c) Representatives designated by the national liberation movements recognized in its region by the Organization of African Unity, in accordance with General Assembly resolution 3280 (XXIX) of 10 December 1974;

(d) Representatives of the specialized and related agencies of the United Nations;

(e) Representatives of intergovernmental organizations in consultative status with the Conference;

(f) Representatives of non-governmental organizations in consultative status with the Conference;

(g) Representatives of other interested intergovernmental and non-governmental organizations;

(h) Officials of the United Nations Secretariat;

(i) Other persons invited by the United Nations.

## 3. Visa requirements and immunities

Delegates will be given a courtesy visa at Colombian Consulates abroad or at the Colombian port of entry.

In order to facilitate the issuance of entry visas, participants should accompany their applications for visas by a note from the Government or organization they are representing. Participants are also advised to obtain, where necessary, transit visas for places en route to Cartagena de Indias before commencement of their journey. Particulars regarding these visa requirements can be obtained from the airlines by which participants intend to travel.

All persons attending the Conference will enjoy the necessary privileges, immunities and facilities so as to exercise their functions independently.

## 4. Health requirements

Persons arriving in Colombia do not require a certificate of vaccination. At present, there are no specific health requirements for any country for entry into Colombia. Nevertheless the Health Ministry of Colombia recommends, as a voluntary preventive measure, the yellow fever vaccin. Participants are also advised to consult their national health authorities on any special regulations that may be in force at the time of the Conference.

## 5. Climate and clothing

Cartagena, at sea level on the Caribbean sea, has an average temperature of 27 C with a humid tropical climate. Weather in February is normally warm with mild winds. Light clothing will therefore be sufficient.

For most social occassions, Colombian protocol requires dark suits for men and short or long evening dresses for women.

## 6. Voltage

The current in Cartagena de Indias is 110 volts AC, 60 cycles, although some hotels and other buildings have capacity of 220 volts AC.

## 7. Personal effects and other articles

Participants may bring into Colombia personal effects without paying customs duties. Personal effects are understood to consist of clothing, foot-wear, articles necessary for personal hygiene, food supplies, photographic, audio and video equipment, office materials, etc., in the amounts necessary for a given season, the time of stay in Colombia and other travel circumstances.

## 8. Currency

The Colombian currency unit is the Colombian peso (Col $), made up of 100 cents (centavos). Notes are issued in denominations of 5000, 2000, 1000, 500, 200, 100 pesos, and coins of 50, 20, 10, 5, 2, 1 pesos, 50, 25, 20, 10, 5, 1 cents.

Colombian monetary authorities permit an exchange of only the following currencies: US dollar, Canadian dollar, French franc, Swiss franc, Belgian franc, British pound sterling, Swedish crona, Deutschmark.

Exchange facilities are available at the banks in Cartagena and also at the Convention Centre.

## 9. Accommodation

The National Preparatory Commission will make reservations for hotel accommodation in Cartagena de Indias.

All information and enquiries regarding hotel and apartment accomodation for delegations should be addressed to the National Preparatory Commission, to Mr. Pedro Javier Soto Sierra, Adviser to the Minister of Foreign Affairs in charge of logistics of the Conference. He may be contacted at:

Ministerio de Relaciones Exteriores
Oficina Asesoria UNCTAD VIII
Calle 10 No. 5-51 Of. 300
Palacio de San Carlos
Santa Fe de Bogotá, Colombia
Tel: 282 8145
282 7811 ext. 225
Fax: 281 9170

Confirmation of reservations for hotel and apartment accomodations, as well as information on room distribution, will be sent in due time to the authorities of different countries.

All participants shall bear the costs of their transportation and accommodation (including food, alchoholic and non-alchoholic beverages, telephone calls, room service, etc).

## 10. Arrival in Cartagena de Indias

Most delegations will arrive by air at Cartagena's Rafael Nuñez airport, located within the city's urban limits.

The dates of arrival and departure and flight numbers of Heads of State or Government and Heads of Delegations should be communicated directly to the National Preparatory Commission and to the UNCTAD Protocol Office at the Convention Centre.

This is in addition to the official notification to the secretariat of the Conference by governments/organizations of the composition of their delegations.

Ground personnel at the airport will be given special instructions to facilitate the reception of delegations on arrival and departure.

The National Preparatory Commission for UNCTAD VIII will designate at the Rafael Nuñez airport a special area to receive and assist the participants with immigration and customs formalities. A special visa and customs service will be provided. Also, delegates will be welcomed and furnished with detailed information at the airport.

All delegations will be transported from the airport to their hotel or apartment by bus. There will also be an airport taxi service at their disposal.

Those who arrive by car and who have made hotel reservations should proceed directly to their hotels. Others should contact the Information Desk at the Convention Centre.

The National Preparatory Commission would appreciate it if all participants would use personal luggage labels containing the name, country or international organization they represent and their final destination (Cartagena) for easier identification of the luggage at the Rafael Nuñez airport, thereby facilitating the transportation of luggage to the hotels.

The National Preparatory Commission would also appreciate it if each delegation would entrust the care of its luggage to one person so as to facilitate the identification of the luggage at the terminal. A lorry service will be organized for the transportation of the luggage to the places of accomodation.

## 11. Local transportation

A shuttle service may be used for commuting between the Convention Centre and the hotels and apartments.

Information on local public transport may be obtained at the Information Desk at the Convention Centre and at hotel reception desks.

In addition to public transport facilities, participants may avail themselves of city taxis, private cars with or without drivers, vans and buses available for hire upon request.

Tipping taxi drivers is not compulsory, but it is customary to give about 10 per cent of the amount of the taxi fare.

## 12. Car parks

A number of parking places will be reserved for delegations in the Convention Centre area.

Stickers will be supplied to participants on request by the National Preparatory Commission as from 4 February.

## 13. Conference premises

The Conference premises of the Convention Centre consist of the Plenary Hall (Auditorio Getsemani), Main Committee room (Barahona rooms 1 plus 2), medium-sized meeting rooms (Barahona rooms 3 and 4), and small meeting rooms and one briefing room.

## 14. Access to the Convention Centre, registration and accreditation

In order to gain access to the Convention Centre, and to Conference rooms, participants will be required to show their identity badges. To obtain this badge, which shall be carried at all times, participants should register as soon as possible after their arrival in Cartagena at the Registration Desk in the Convention Centre.

Registration will take place daily as of 4 February 1992, from 9 a.m. to 6 p.m. at the Convention Centre. Participants when registering must produce their passports. (The process of registration of delegations would be greatly facilitated if one member of each country delegation could be designated to register all its members. Other participants are requested to register in person.)

For purposes of formal accreditation and the preparation of the official list of participants in the Conference, the credentials of representatives and the names of alternate representatives and advisers of delegations should be communicated, in writing, to the Secretary-General of UNCTAD, if possible by 27 January 1992. Thereafter, communications should be addressed to the UNCTAD Secretariat at the Convention Centre in Cartagena.

The attention of Governments of States members of the Conference is drawn to rule 13 of the rules of procedure of the Conference, which provides that credentials of their representatives are to be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the country concerned.

Accreditation of the press and of non-governmental organizations will take place at the Convention Centre from 4 February 1992.

## 15. UNCTAD Protocol Office

The UNCTAD Protocol Office for the Conference will be located in the Convention Centre as from 27 January 1992. The functions of the Protocol Office of the UNCTAD secretariat are the following:

- to maintain, in co-operation with the Protocol of the Colombian National Preparatory Commission, liaison between the Conference participants and Colombian authorities and to examine questions of common interest;

- to advise on matters of protocol and precedence;

- to maintain a calendar of events and to assist delegations in coordinating the schedule of social functions in order to avoid overlapping.

## 16. National Preparatory Commission

The Government of the Republic of Colombia has established a National Preparatory Commission for the Conference, which is responsible, in consultation with the Secretary-General of the Conference, for the administrative and personnel arrangements required for the functioning of the Conference.

The Commission will also be at the disposal of participants to facilitate any contacts which they may wish to have with Colombian departments or services.

The Executive Director of the Commission is Mr. Samuel Alberto Yohai. Mr. Pedro Javier Soto Sierra is the Advisor to the Minister of Foreign Affairs in charge of logistics of the Conference. They may be contacted at:

Ministerio de Relaciones Exteriores
Oficina Asesoría UNCTAD VIII
Calle 10 No. 5-53 Of. 300
Palacio de San Carlos, Santa Fe de Bogotá, Colombia
Tel.: 282 8145
282 7811 ext. 225
Fax.: 281 9170

The National Preparatory Commission will have an Information desk in the Convention Centre.

## 17. Delegates' mail

Delegations are strongly urged to have their personal mail addressed to their hotels. Any personal mail addressed to the Conference will be distributed by the Conference Registration Desk. To facilitate such distribution, participants are requested to arrange that such communications are clearly marked with:

(a) the name of the person, and (b) the name of the delegation or international organization, and addressed as follows:

Eighth United Nations Conference on Trade and Development
Convention Centre
Getsemaní Carrera 8
Cartagena de Indias
Colombia.

## 18. Postal, telephone, cable and telex services

The Post Office in the Republic of Colombia is in charge of receipt and delivery of mail, parcels and telegrammes, and of international and local telephone calls.

A telephone switchboard will be available for participants at the Convention Centre.

## 19. Facilities for information media

The facilities, which are available exclusively for accredited correspondents of the information media, include a Press Area on the ground floor of the Convention Centre.

The area is fully equipped with typewriters, telephones, telex, closed-circuit television and documentation desk. A briefing room, lounge and bar will also be available. Facilities will also be available for radio and television broadcasts.

Completed accreditation forms should be sent in time to reach the UNCTAD Secretariat in Geneva by 27 January 1992. Otherwise they should be addressed to the UNCTAD Information Service at the Convention Centre, Cartagena de Indias, or brought in person to the Press Accreditation Desk in the Convention Centre.

The offices of the press, radio, television and other personnel attached to the UNCTAD Information Service are located in the Press Area. (The UNCTAD Information Service is distinct from the Information Desk, the latter will provide general information about conference facilitites and services.)

The function of the Information Service is to help meet the needs of the information media. However, it is willing to assist goverment delegations in various ways, provided that staff and facilities are available and requests are made in adequate time, for example in:

- the convening of press conferences and briefings;
- the distribution of texts of statements and background material to accredited correspondents (provided that copies in sufficient numbers and appropriate languages are delivered in time to the Information Service by the delegations concerned);
- the announcement on the bulletin board in the Press Area of meetings to which accredited correspondents are invited;
- the conveying of important messages to individual accredited correspondents.

Delegations should address their requests to the Chief of the Information Service in the Press Area.

Copies of all press releases will be included among the documents distributed to delegations.

## 20. Seating arrangements

In the Plenary Hall it will be possible to provide 4 seats for each member State, of which 2 at the table and 2 immediately behind. Additional seats for advisers will be available. Representatives of the specialized agencies and designated intergovernmental organizations and observers for non-governmental organizations will also be seated at the table.

In the Main Committee room there will be 1 seat at the table and 1 behind for each member State. Seats will also be available for the representatives of the specialized agencies and designated intergovernmental organizations and for observers for non-governmental organizations.

Delegations will be seated in the Spanish alphabetical order, beginning with the country drawn by lot, i.e. Iraq.

## 21. Requests for meetings

Within the limits of the space and services available, every effort will be made to accommodate groups of delegations which may wish to meet informally. Requests for such meetings should be made to the Meetings Programming Office at the Convention Centre.

## 22. Interpretation

Simultaneous interpretation will be provided in Arabic, Chinese, English, French, Russian and Spanish for official meetings.

Any representative may, in accordance with rule 71 of the rules of procedure of the Conference, make a speech in a language other than the above six languages. In this case, he shall himself provide, either interpretation services, or a written text of the speech in one of those six languages. Interpretation into the other five languages of the Conference may be based on the interpretation or translation supplied by the representative.

It would assist the interpreters if fifteen (15) copies of statements to be delivered in Plenary could be provided in advance to the Conference Room Officer.

## 23. Sound recordings

Sound recordings will be made of the meetings of the Plenary in the original language. Delegations may, on a cost basis, obtain copies of recordings of statements they have made in public meetings. Enquiries should be addressed to the Meetings Programming Office.

## 24. Admission of the public to meetings

Meetings of the Conference and its main Committee will be public, unless otherwise decided. There will be seats for the press and public in the Plenary.

Admission passes for visitors may be obtained on personal application to the Information Desk.

## 25. Documentation

The documentation of the Conference, which will be issued in Arabic, Chinese, English, French, Russian and Spanish, consists of:

(a) Pre-session documents which have been distributed to all member States before the opening of the Conference. All delegations should bring their copies with them, as in Cartagena they will be entitled to receive only up to 5 complete sets of these documents in the language of their choice. Subsequent requests for copies will be met as long as stocks permit. A limited number of copies relevant to the agenda item under discussion will also be made available in the meeting room.

(b) In-session documents will, in accordance with instructions received from delegations, be distributed to them in the number of copies and the language of their choice through the respective "pick-up boxes" at the Documents Distribution Counter.

## 26. Distribution of statements delivered in the general debate

Texts of statements delivered in the general debate which are remitted to the secretariat will be reproduced and distributed during the Conference in the language version(s) in which they are transmitted to the secretariat. There will be no facilities within the secretariat for typing, translation or reproduction in the other working or official languages of the Conference.

## 27. First aid and health service

A Medical Unit at the Convention Centre will provide necessary first-aid treatment.

At hotels, participants requiring medical attention should contact the reception desk. An emergency health service is available at all times.

The Medical Unit at the Convention Centre and the emergency service can, in case of need, arrange for treatment by specialists and hospitalization in Cartagena de Indias.

All health and hospital services will be charged for in accordance with the applicable tariff.

## 28. Lost property

Enquiries regarding lost property should be addressed to the Information Desk in the main entrance hall of the Convention Centre.

## 29. Travel services

Offices of the tourist and air travel agencies, located next to the Information Desk at the Convention Centre, will assist delegations in making arrangements for local and international travel, and also for tours in Colombia.